



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Daniela Baylis **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Finance & General Purposes Committee** on **Monday 21 September 2020 at 7.30pm**. Due to the current situation this will be a remote 'Teams' meeting. Anyone wishing to attend should contact the Parish Office for further information.

1. Apologies and non-attendance

To receive apologies from members unable to attend.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.

3. Minutes of the meeting of 20 July 2020 (Pages 3-5)

To consider the minutes of the meeting and if in order sign as a true record.

4. Matters Arising from the Minutes

4.2 9. Insurance and Assets. The Clerk questioned the current process of splitting up the insurance premium into so many different cost codes, many of which were the same. A report would be prepared for the next meeting. **Work in progress.**

4.3 10.1 Policy Review Schedule. (See report page 5)

4.4 Any other matters arising from the minutes, but not on the agenda.

Adjournment to enable members of the public to address the meeting.

5. Financial report.

5.1 Reconciliation of accounts/Investments (pages 5-6).

5.2 Income/Expenditure report as at 31.8.2020. See report (pages 6-11).

5.3 Earmarked and General Reserves (page 11)

5.4 Petty cash reconciliation. (Verbal report).

5.5 Public Works Loan Board. The next payment of £3,592.69 is due on 1 October. In view of the current situation it is recommended that this be met from General Reserves.

6. Changes to IT and website

To consider the current and future needs of the parish council.

6.1 Rialtas Accounting Software (page 12-13)

6.2 It Equipment for Councillors (page 14)

7. Financial Report – Closure of Beechen Hall (Pages 14)

8. Policies and Procedures for Review

8.1 Finance and General Purposes Committee Terms of Reference – unamended (page 14-16)

8.2 Equal Opportunities Statement – amended (Page 16-17)

8.3 It Policy – redraft (Page 17-20)

8.4 Media Policy – complete redraft (Page 20-26)

12 Matters for Information

To receive information.

13 Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 9 November 2020.

14 Date of Next Meeting

Monday 16 November 2020, possibly at Beechen Hall otherwise remotely, commencing at 7.30 p.m.

The Chairman to move that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting.

15 Personnel matters

15.1 TOIL, training, leave and sickness cover. (verbal report to be given at meeting)

15.2 Caretaker Situation update (verbal report to be given at meeting)

15.3 Clerks Appraisal

15.4 Assistant Clerk and Clerical Officer Appraisal

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 15 September 2020

Note to all councillors: you are welcome to attend and speak at meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

